



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

IN REPLY REFER TO

SECNAVINST 12771.1
ASN(M&RA)/DASN(CP/EEO)
12 April 1999

SECNAV INSTRUCTION 12771.1

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY ADMINISTRATIVE GRIEVANCE SYSTEM

Ref: (a) DoD 1400.25-M, Subchapter 771, Administrative Grievance System

1. Purpose. To revise policy and responsibility for the Department of the Navy (DON) Administrative Grievance System (AGS) in compliance with reference (a).

2. Cancellation. OCPMINST 12771.1.

3. Background

a. Effective 11 October 1995, the U.S. Office of Personnel Management (OPM) abolished regulations at Title 5, Code of Federal Regulations (CFR), Part 771, on AGS. The change implemented a human resources management recommendation made as part of the National Performance Review (NPR). The change also was consistent with OPM's initiative under the NPR to sunset the Federal Personnel Manual, Chapter 771, as of 31 December 1993.

b. Reference (a) provides Department of Defense (DoD) AGS implementing policy and procedures.

4. Policy

a. Grievances presented by employees of the DON under the DON AGS will be considered expeditiously, fairly, and impartially, and resolved as quickly as possible. All persons involved in the dispute resolution process shall be free from restraint, interference, coercion, discrimination, or reprisal. The procedures set forth in this instruction are designed to achieve these objectives.

b. Alternative Dispute Resolution (ADR) techniques should be used to resolve disputes consistent with the requirements of this instruction. ADR techniques include a broad range of approaches for dealing with conflict and seeking solutions

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satisfactory to all parties. These techniques include, but are not limited to, problem solving, mediation, facilitation, conciliation, early-neutral evaluation, fact-finding, settlement conferences, ombudsmen, peer review, and arbitration.

5. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for the development and issuance of implementing directives and for evaluating the DON AGS. This responsibility is redelegated to the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (DASN(CP/EEO)).

b. Echelon 1 and 2 Commands are responsible for assuring their AGS programs are conducted following this policy.

6. Action. The DASN(CP/EEO) will issue implementing procedures, provide guidance, and evaluate its implementation. Addressees should follow this instruction and the implementation guidance when processing administrative grievances.

Richard Danzig

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